



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement (VA)
58-2012

OPEN TO: All Interested Candidates
POSITION: Local Guard Force, FSN-03*; FP-BB** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: December 30, 2012
CLOSING DATE: January 13, 2013
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 539,524* (Grade 3)

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

The U.S. Embassy in Algeria is seeking an individual for the position of Local Guard Force in the Regional Security Office.

BASIC FUNCTION OF POSITION

The incumbent will perform routine and special guard duties for the U.S. Embassy and U.S. Government properties as directed by the Regional Security Office and Local Guard Force (LGF) management. The incumbent will take appropriate actions as needed and inform Local Guard Force and Local Guard Supervisors as needed. The incumbent will stand post, search individuals, vehicles, and review identification documentation of individuals seeking access to U.S. Government facilities.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of primary school is required.
- 2. Prior Work Experience:** No prior work experience is required.
- 3. Language Proficiency:** Level I English, Level III French and Arabic are required.
- 4. Other criteria:** Must be familiar with forms of identification for Algerian Nationals.
- 5. Other Skills and Abilities:** Must be able to follow written and oral instructions. Must be able to work in the heat and cold, and stand for extended period of time. The incumbent will be required to work between 8 and 12 hour shifts. These shifts include normal working hours,

overnight, holidays and weekends. The incumbent is required to wear full uniform.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: January 13, 2013

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Local Guard Force, Vacancy Announcement # 58-2012

Point of Contact: Human Resources Office

For quickest reception fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**